



MDOT State Highway Administration

Materials Management Division 2025 Materials Quality Round Table



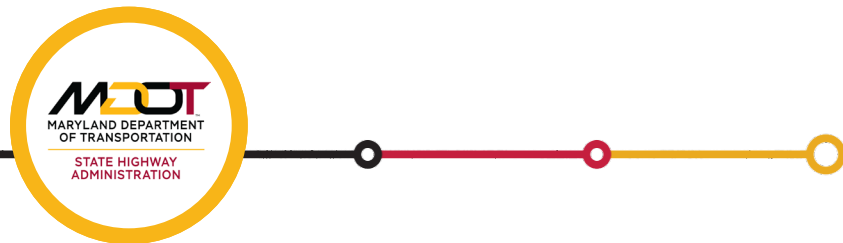
LPA - Local Public Agency

3rd party Contracts that are managed by the local municipality

(City or County governments)

Project Initiation and Set Up

- The Local Public Agency (LPA) would submit a written request to the OMT Director for OMT to perform testing and inspection of materials for a project. The package includes a request letter, project plans, specifications, and bid items
- The request package is then forwarded to the Area Materials Engineer (AME), who then prepares a cost estimates and cost sharing agreement letter for OMT services.
- AME enters LPA project information into MMS beginning OMT's Material Clearance Process:
 - Source of Supply Review
 - Material Clearance Estimates
 - 30-Day Notice/Final Material Clearance Letter

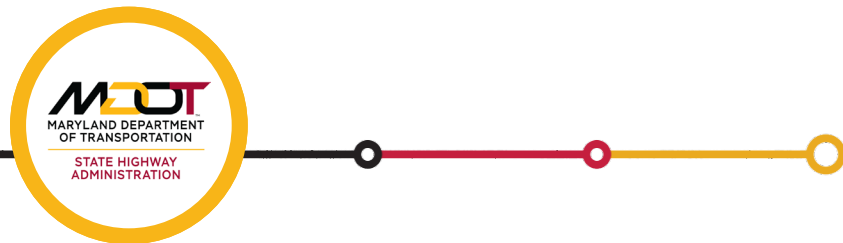


Step 1: Source of Supply

Whether temporary or permanent, All materials incorporated into a MDOT SHA Construction Project MUST be submitted and approved.

SHA Specifications Section 900.01

- Submit to the Office of Materials Technology (OMT), the proposed sources of all materials to be incorporated into the project.
- Do not introduce material into the work until sources are approved



Material sources are submitted to OMT for review using the Material Management System (MMS).

Source Approved

Source Submission Response

Submission Approved

Contract	BA9035176 Intersection Improvements on MD 43 (Whitemarsh Blvd) at Honeygo Blvd in Baltimore County		
Source Submission	Source Submission 163 (White Tape Pavement Markings)		
Contract Items	1005	114221	5 INCH WHITE REMOVABLE PAVEMENT LINE MARKINGS
Prime Contractor	C.J. Miller, LLC 3514 Basler Road Hampstead, MD 21074		
Submitted Date	07/14/2021		
Area Material Engineer	Kareem Myrie, Area Material Engineer, D1, D4, BC & Modals Kmyrie@sha.state.md.us		
Reviewed By	Benjamin Avara, Materials Technician, D4, BC & Modals bavara@sha.state.md.us		
Reviewed Date	07/14/2021		
Commentary	Submission Alternate - Advance Traffic Markings		
Sources of Supply	Response		
	Advance Traffic Markings	Producer Supplier	ATM 200 REMOVABLE WHITE
Quality Assurance	Project Completion Pavement Marking Material Verification at Project Site Project Engineer to collect manufacturer's Certification (TC 1.03 w/o test data), and submit certifications to MMD for clearance.		
			1 per 1 Delivery to Project

Source Denied

Source Submission Response

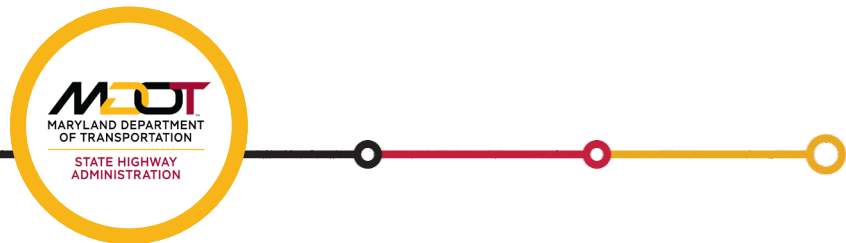
Submission Denied

Contract	BA9035176 Intersection Improvements on MD 43 (Whitemarsh Blvd) at Honeygo Blvd in Baltimore County		
Source Submission	Source Submission 34 (Misc. Metal Materials)		
Contract Items	8031	821001	BREAKAWAY BASE SUPPORT SYSTEM FOR STEEL BEAMS
Prime Contractor	C.J. Miller, LLC 3514 Basler Road Hampstead, MD 21074		
Submitted Date	08/31/2020		
Area Material Engineer	Kareem Myrie, Area Material Engineer, D1, D4, BC & Modals Kmyrie@sha.state.md.us		
Reviewed By	Stuart Jones, Materials Engineer, D4, BC & Modals sjones@sha.state.md.us		
Reviewed Date	09/01/2020		
Commentary	Submission		
	Response Submitted under wrong category. Please resubmit under Traffic Control Materials, Specialty Items.....then select Breakaway Base.		
Sources of Supply	Traffic Systems & Technology 7390 Merritt Park Drive Manassas, VA 20109 Transpo Industries, Inc. 20 Jones Street New Rochelle, NY 10801		
			Producer

Step 1: Source of Supply

Keys To Remember When Submitting Source of Supply

- Is my source listed on OMT's list of Qualified Products and Producers (QPL)?
- Is my source domestically produced (BABA requirements)?
- Did I make sure to select the appropriate product/mix design?
- Did I submit the required certifications needed for OMT stamped review and approval?



Step 2: Material Clearance Estimate

Material Clearance is the process OMT uses to ensure federal requirements are being followed regarding the use of quality construction materials

Maryland State Highway Administration

Contract No.: BA8115B80 Estimate No.: 9 Date Submitted: 1/27/2021
 To: STU JONES Estimate End Date: 1/21/2021 Date Returned: _____
 From: IBRAHIMA MBAYE MONTHLY MATERIALS CLEARANCE STATUS NO. 9 % Cleared: _____

I-70 Project Phone: 443-5109813 SHA Lab Use Only
 Project Fax: _____

PARAPET REHABILITATION FOR BRIDGE NOS. 0322903 AND 0322904 ON I-70 WB AND EB OVER PATAPSCO RIVER AND CSXT IN BALTIMORE AND HOWARD COUNTIES

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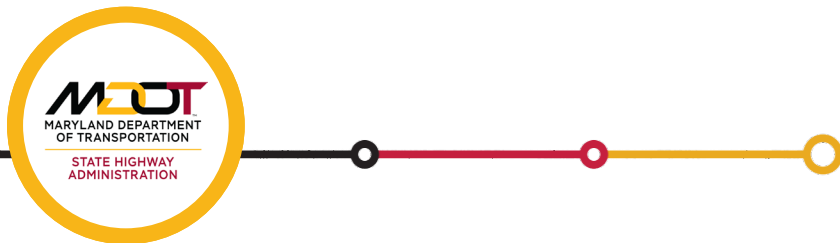
Item No.	Approved SOS?	Description / Materials Used	Unit	Totodate Quantity			Item Complete?	Document Attached?	Project Comments	LAB - OMT Evaluation Engineer Comments
				Rec.	Used	Paid				
1002. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	TYPE B ENGINEERS OFFICE	LS	4.6 LS	49,200.00	4.6 LS	NO	NO	—	
1013. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	ARROW PANEL	UD	17.40	195.00	17.40	NO	YES	FORM 14	
1024. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	PROTECTION VEHICLE	UD	17.40	195.00	17.40	NO	YES	FORM 14	
1025. 01P	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	SPEED DISPLAY TRAILER	UD	62.40	312.00	62.40	NO	YES	FORM 14	
1030. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CONSTR STAKEOUT	LS	7.76	6,930.00	7.76	NO	NO	—	
1032. 01B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	MAINTENANCE OF TRAFFIC	LS	7.76	103,950.00	7.76	NO	NO	—	
4006. 02C	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	CONCRETE PARAPET	LS	25.2	300,000.00	25.2 LS	NO	YES	Concrete Tickets Test Results Report	
4007. 02B	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	TYPE V BRIDGE SCUPPER	EA	1.0	7.00	1 EA	NO	NO	Document previously submitted on prior estimate	

Project Representative: Jbrcl 1/27/21 Lab Representative: _____

Step 2: Material Clearance Estimate

Project Engineers Are Strongly Encouraged To Review The Completed Clearance Estimate Package before Submitting to OMT

- Did I include a locked progress payment with my material clearance summary sheet
- Are all materials listed for payment recorded on the summary sheet
- Do I have all required clearance documentation (Form 14s, Certifications, Stamps, any required field-testing results, etc.)



Step 3: Final Clearance Letter

Issue of Final Clearance Letters are initiated by the submittal of the 30-Day Notice of Project Completion

OOC026 Rev 05/27/2021
[CD 07220.900.01](#)

Clear All

MARYLAND STATE HIGHWAY ADMINISTRATION
MATERIALS CLEARANCE REPORT
 (Project Completion Anticipated Within 30 days)

TO: <input style="width: 90%;" type="text" value="Area Materials Engineer"/> FROM: <input style="width: 90%;" type="text" value="Construction Project Engineer"/> DATE: <input style="width: 90%;" type="text"/>	Notification Dates: Initial: <input style="width: 90%;" type="text"/> Additional: <input style="width: 90%;" type="text"/>
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SUBJECT:

Please initiate Material Clearance. (Reference: Construction Directive [07220.900.01](#))

Contract No: FAP No:

Description:

Please attach the following information:

1. ☐ Pavement Markings Inspection
(Attach a copy of the [IRF](#))

2. ☐ Total cubic yards of concrete by mix
(Please attach additional sheet)

3. ☐ Total tons of HMA by mix
(Please attach additional sheet)

4. ☐ Pavement Profile performed
Date of report:

5. ☐ Unused Bid Items:
(Please attach additional sheet)

6. ☐ Last paid estimate date:

7. ☐ Project Items Report
(print from eMCMS or MCMS)

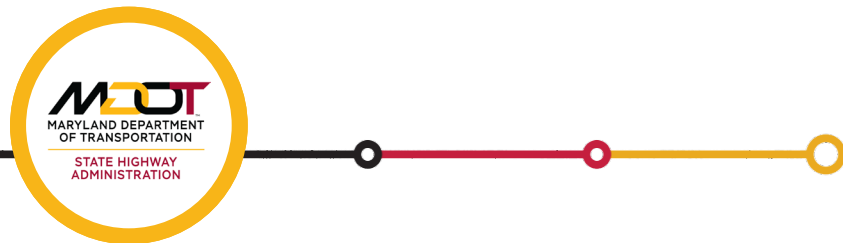
8. ☐ Is there anything still outstanding on the project that could delay material clearance? If so, please explain. ☐ See attachments for explanation of possible material clearance delay(s).

cc: Project Engineer File Save this file as: [Contract#]-OOC026.pdf Ex. H01234567-OOC026.pdf

Step 3: Final Clearance Letter

Keys To Avoid Delays In
Receiving the Final
Clearance Letter

- Make sure all paid estimates have been submitted and processed
- Make sure total tons of HMA submitted are in line with what our Asphalt Technology Team has received for Pay Factor calculation
- Make sure the final Pavement Marking Inspection has been requested and completed
- Make sure LPA resolutions have been provided for all disputed materials, as well as final inspection letters/memos.



Step 3: Final Clearance Letter


Once the final clearance review is completed, all resolutions have been provided, and all materials have been cleared, a final letter will be issued by OMT affirming compliance to testing and acceptance of the construction work performed on the Project.



Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
Tim Smith, PE
Administrator

MEMORANDUM

TO: Abraham Kidane, Assistant District Engineer, District 4

FROM: Christopher Duffy
Division Chief, Materials Management
Office of Materials Technology 

SUBJECT: MATERIALS CLEARANCE
SHA Contract No.: BAA385177
FAP No.: AC-NHPP-G-70-1(280)E
Safety and Resurfacing on I-/0 Westbound from Howard County Line to I-695 in Baltimore County

DATE: May 18, 2023

PURPOSE OF MEMORANDUM

To inform the project of final materials clearance status.

SUMMARY

APPROVED UNDER CERTIFICATION ACCEPTANCE PROCEDURES PER FHPM 6 5-2

This is to certify that:

The results of the tests on acceptance samples indicate that the materials incorporated in the construction work and construction operations controlled by sampling and testing were in conformity with the approved plans and specifications. A system based method of Independent Assurance Audits has been established to assess the proficiency of QC/QA Technicians and acceptability of testing equipment. Results of the system based audits can be found in the annual reports prepared for the FHWA by the Independent Assurance Auditing Team.

cc: Don Koebe Mark Chapman Victor Grafton
Eric Frempong Paulo DeSousa
Evroc Goocharan Robert Rinehimer
Kareem Myrie Sean Capps

QUESTIONS ?